

TAB

6 December 1954

OFFICE OF THE COMPTROLLER**FUNCTIONS AND ACTIVITIES**

By authority contained in CIA Regulation [] the Office of the Comptroller is responsible for all budgetary and financial operations and for providing financial program analysis and administrative machine records services for the Agency. This involves the developing and justifying to the Bureau of the Budget and the Congress annual budget estimates; formulating and administering a program of budgetary execution to assure the prevalence of a balanced relationship between funds and activity requirements to accomplish an orderly and effective program of expenditure; procuring through covert and semi-covert channels and procedures the annual appropriations made on behalf of CIA; establishing accounting and financial policies and procedures and otherwise providing staff advice to the Agency on all related matters to insure the establishment and maintenance of appropriate controls and regulations with respect to accounting and audit matters; and supervising the use of both vouchered and unvouchered funds for Agency world-wide activities and other financial matters involving Agency policy and procedure with other appropriate officials concerned with internal management problems.

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This Office maintains close liaison with all offices within the Agency in connection with procedures involving the internal administration of budgetary and fiscal affairs. External budgetary and fiscal activities require coordination and liaison with Committees of Congress, the Bureau of the Budget, Treasury Department, General Accounting Office, Departments of State, Army, Navy, Air Force, and other governmental agencies. Continued liaison is exercised with budgetary and fiscal officials in other agencies to insure that financial processing meets security requirements. For security reasons special procedures are effected in order to permit deviations from the normal governmental routine channels. Close coordination is maintained with the Office of General Counsel on legal aspects of budget and fiscal matters.

The Comptroller is also charged with the responsibility for providing budget and fiscal services for the National Security Council.

The Office of the Comptroller consists of four Divisions, and two Staffs as follows:

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